

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Traffic Investigator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Investigates hazardous or ineffective traffic conditions and makes recommendations to restore the safe flow of traffic. Responds to requests for information from the public and City officials.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Investigates traffic conditions by conducting field surveys using various mechanical and electronic devices, scheduling traffic studies, preparing work orders, conducting field reviews of roadway lane closures and/or construction zones for compliance, making recommendations and writing ordinances.
2	M	Supervises the implementation of traffic control devices for special events, construction and emergency road closures by preparing maps of closures, assisting the police department in maintaining closures, providing detour routing for traffic, estimating the budget, and supervising field crews during special events and emergency road closures.
3	L	Estimates budget needs for special events and functions.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	One year in traffic engineering
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read city and state ordinances, maps, traffic manuals, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic geometry.
Writing	Work requires the ability to write correspondence, ordinances, work orders, and reports.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization and citizens. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	During field surveys
Sitting	O	Computer, desk work, meetings
Walking	F	Inter-office, during field surveys
Lifting	O	Traffic cones, barricades
Carrying	O	Traffic cones, barricades
Pushing/Pulling	R	Traffic cones, barricades
Reaching	O	While performing measuring
Handling	O	Traffic cones, barricades
Fine Dexterity	O	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	R	Marking pavement layout
Crawling	N	
Bending	F	Pavement markings
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, observations, inspections, field surveys, writing, reading, driving
Hearing	C	Telephone, co-workers, Public works personnel, Police department personnel, general public, supervisors, meetings
Talking	F	Telephone, co-workers, Public works personnel, Police department personnel, general public, supervisors
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Motor vehicle, paint, measuring wheel, maps, cameras, telephone, radio, computer, Microsoft NT4.0, Fox Pro, City Code, Standard Microsoft Windows and Office software, handheld radar equipment, traffic counter boards, traffic counters, stop watch and signs and flags

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	W		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	X

(1)

(2) Traffic

PROTECTIVE EQUIPMENT REQUIRED:

Reflective vest, steel toe shoes, gloves, hard hat, goggles

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)